

UNIVERSITY OF HAWAII
STUDENT, CASUAL & OVERLOAD PAYROLL CHANGE FORM

Important: Correct ID No. is essential. Verify with current Master File Listing.					
<u>Present Information Section</u>					
Employee Name			Department		
	Last	First	Middle		
Action	Social Security No.	* ID No.	Account Code	Payroll No.	Warr. Distr. Code
<input type="checkbox"/> Change (C)		_____	_____	Check one: <input type="checkbox"/> F1 <input type="checkbox"/> F4	
<input type="checkbox"/> Terminate (T)		_____	_____	<input type="checkbox"/> F2 <input type="checkbox"/> F5	
		_____	_____	<input type="checkbox"/> F3	

Note: Circle item numbers of items to be changed in Red Ink.		
<u>New Information Section</u>		
ITEM TO BE CHANGED	ITEM No.	NEW OR CHANGED INFORMATION
Social Security No. **	01	
Name (Last, First, Middle) **	02	22 character limit
Address: Street	03	26 character limit
City, State	04	22 character limit
Zip Code	05	
Date of Birth (MM/DD/YY)	06	
Sex (Check one)	07	<input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)
U.S. Citizen (Check one)	08	<input type="checkbox"/> U.S. Citizen (Y) <input type="checkbox"/> Non-U.S. Citizen (N)
VISA	09	Applies only to F2, F4 & F5 Payroll
FICA Tax ***	10	*** FICA Tax changes only affect an individual's master file records with the same payroll number
Earned Income Credit	11	For Payroll Office Use Only
Marital Status (Check one) **	12	<input type="checkbox"/> Married (M) <input type="checkbox"/> Single (S)
Federal Tax Exemptions **	13	
State Tax Exemptions **	14	
Payroll Number (Check one)	15	<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/> F4 <input type="checkbox"/> F5 F1 & F3 cannot be changed to F2, F4 & F5 or vice versa
Warrant Distribution Code	16	
Position Title	17	
Hourly Rate	18	Cumulative Hours since last increase:
Monthly Rate	19	
Account Code	20	
Appointment Period (MM/DD/YY)	21	From: _____ To: _____
College Work Study Ceiling: Summer	22	For Financial Aids Office Use Only
Fall	23	For Financial Aids Office Use Only
Spring	24	For Financial Aids Office Use Only
Class/Step	25	Applies only to F1 and F3 Payroll

<p>General Instructions</p> <ul style="list-style-type: none"> - Reflect 1st three letters of the Employee Name in the blocks before the rest of the name (e.g. S m i t h, John T.) - Changes to items 01 to 14 (excluding item 10 - FICA Tax) require only one active ID No. to be entered on the UH Form 25 to change data on all master file record of an individual. Changes to items 15 to 25 affect each master file record separately. - Manoa Campus Only: F1 and F3 - Send to Student Employment Office. <p>** For changes to these items, attach the original W-4 and/or HW-4. For changes SS# & Name, also attach copy of valid Social Security Card.</p>	<table style="width:100%; border: none;"> <tr> <td style="border: none;">_____ Signature - Approving Authority</td> <td style="border: none;">_____ Date</td> </tr> <tr> <td style="border: none;">_____ Signature - Fiscal Officer</td> <td style="border: none;">_____ Date</td> </tr> </table>	_____ Signature - Approving Authority	_____ Date	_____ Signature - Fiscal Officer	_____ Date
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